

<b>20 DIGITAL RECORDING DEVICES</b>		Page 1 of 2
<b>Department of Forensic Science</b> <b>Digital Evidence Procedures Manual</b>		Amendment Designator:
		Effective Date: 22-January-2008
<b>20 DIGITAL RECORDING DEVICES</b>		
<b>20.1</b>	<b>Purpose</b>	
		This procedure is utilized to create a permanent record of stored data through the transcription of data from a digital recording device's display and recording of data played through the device's speaker.
<b>20.2</b>	<b>Scope</b>	
		This procedure applies to the forensic examination of a digital recording device.
<b>20.3</b>	<b>Materials - Equipment (Hardware/Software)</b>	
		The following equipment and materials may be utilized and is at the discretion of the examiner based on the evidence submitted.
		<ul style="list-style-type: none"> <li>• Examination computer</li> <li>• Digital camera or camcorder</li> <li>• Batteries</li> <li>• Appropriate cables and connectors</li> </ul>
<b>20.4</b>	<b>Limitations</b>	
		Currently there is no software available that will acquire non-audio user data in the memory of the digital recording device. Some type of manual transcription of the data viewed on the display may need to occur.
<b>20.5</b>	<b>Safety</b>	
		Electronic devices inappropriately connected might short circuit, causing malfunction, failure and/or disintegration, resulting in smoke or fire hazard.
<b>20.6</b>	<b>Procedures</b>	
20.6.1	Conduct a physical examination of the digital recording device to determine that applying power to the device is safe and to ensure nothing is broken.	
	20.6.1.1 Document any manufacturer information (e.g. model numbers and serial numbers). Note any unusual markings.	
	20.6.1.2 Label submitted evidentiary items.	
20.6.2	Apply power to the evidentiary digital recording device.	
20.6.3	Turn the evidentiary digital recording device on. Note any relevant system or user information. Reference the user manual if necessary.	
20.6.4	Ensure the examination computer is powered off.	
20.6.5	Power on the examination computer and ensure it passes the performance verification tests.	
20.6.6	Connect the audio output circuit of the digital recording device to the line-in input of a computer. Proceed to examine the digital recording device.	
20.6.7	Manually transcribe or photograph all non-audio user data that is retained in the digital recording device.	

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<p>20.6.8 Save manually transcribed data file(s). Save recorded data to blank, appropriately wiped and formatted media.</p> <p>20.6.9 Manually transcribe or photograph other user data that was not transferred.</p> <p>20.6.10 All recovered data must be documented in the examination notes either manually or through photographs and printouts.</p> <p>20.6.11 Remove the media as necessary and label all media appropriately.</p> <p>20.6.12 Include in the case notes the physical examination, system or user features, the results of the visual comparison, the contents of the derivative evidence, and any additional data extraction and presentation that was performed.</p> <p><b>20.7 References</b></p> <p>Owner's Manuals, User's Manuals and appropriate software manuals should be referenced for equipment and operating instructions.</p> <p align="right">◆End</p>	